

## SUMMER TO-DO LIST for CLUB OFFICERS

### April

- Hold a transition meeting with all club officers to discuss club business. This is a great opportunity to ensure nothing is left behind. Please refer to the "Officer Transition Guide" on [clubsports.gmu.edu](http://clubsports.gmu.edu) for help or ideas.
- Update your club executive officers using the Google form provided for your club
  - Please add ALL officers
- Send copies of certifications for Safety Officers to [gmuclubsports@gmail.com](mailto:gmuclubsports@gmail.com)
- Reregister with Student Involvement
  - Use the link in your Gmail account
- Make sure the recovery email account for your club Gmail account is set to [gmuclubsports@gmail.com](mailto:gmuclubsports@gmail.com)
  - This will ensure passwords are not lost should the club have a bad transition
- Ensure you have all necessary club passwords from the previous administration
- Schedule your budget presentation for the upcoming academic year with ECCS
- Complete the end-of-year officer and participant surveys
- Email club sports a list of graduating members with updated contact information and G#'s
- Submit high resolution photos you would like to be used in promotional materials or kept in our photo archives
- Submit a final equipment/apparel inventory to the club sports office via your Google doc.

### May

- Submit your facility requests for all Mason Recreation spaces by May 1 using the form on IMLeagues
  - Practice schedules will be finalized no later than the 1<sup>st</sup> week of July
- Upcoming club allocations will be reported to clubs no later than May 31.

### June - July

- Design/print any materials needed for summer orientation or back-to-school tabling events
- Check & respond to club emails on a regular basis
- Keep social media accounts up-to-date with engaging material
- Brainstorm fundraising & community service ideas for your club
- Secure off-campus facility rental quotes & contracts (only those that require off-campus facilities)
- Schedule a mid-summer phone call or in-person meeting with your club sport administrator
- Reserve space for club meetings
  - A non-practice meeting is highly recommended to cover:
    - Expectations
    - Finances - dues
    - Other items related to the operation of the club

- Notify returning club members of your scheduled practice times for fall
  - This will allow time to make adjustments to their class schedule, if needed

## August

- Follow-up with anyone that has contacted your club about becoming a member
  - Provide them information on:
    - Tryouts or upcoming meeting dates/time
    - Link to the Mason Recreation physical form
    - Practice days & times
- Submit facility space requests for home games/events
  - Done via IMLeagues
- Confirm home events with visiting teams/schools
  - Do not do this without having confirmed facility space
- Begin contacting official/judges for your home events
- Make sure all of your club officers have completed the online training modules on Blackboard and have a good understanding of policies and procedures
- Ensure your club has a minimum of 2-Safety Officer who have completed the following:
  - CPR/AED/First Aid \*must have a current cert of file (email all certs the club sports email)
  - Blood Borne Pathogen Training (BBP) \*will be offered the Friday before classes start
  - Risk Management & Emergency Action Plan Training (EAP) \*offered the weekend prior to class and the first 2-weeks of class.
- Make plans to attend the mandatory back-to-school trainings (ALL executive officers are required to attend)
  - Dates/times/locations available online at:  
<https://recreation.gmu.edu/club-sports/important-dates/>
- All new and returning coaches MUST have completed the required paperwork and trainings no later than October 1. We will not accept any new coaches for the fall semester after October 1.
  - Coaches/instructors MAY NOT be involved with the club until they have received a verification/welcome email from the Coordinator of Club Sports
  - There will be limited training dates & times

HAVE FUN AND ENJOY THE SUMMER!

